

**Celebrating Your Success:
A Step-by-Step Guide To Planning an HUSSC Award Celebration**

Appendix E- HUSSC Award Celebration Sample Agenda/Program

When developing your agenda be sure to block out the amount of time you estimate each part of the celebration will take to be sure you do not under or over plan.

The agenda should list:

- Each phase of the celebration (i.e., introduction, speakers, performances if applicable)
- Master of ceremonies
- Guest speakers
- Honored guests
- Staff members and volunteers whose efforts made the award possible. Please double check correct spelling and pronunciation of names.

The agenda/program can become part of the media kit you provide to any media who are reporting on your celebration. The kit should also include a copy of the approved Press Release, contact information for someone at your school who can answer any questions the reporter may have and a copy of your school's rules regarding photographing students.

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**March 6, 2012
10:00 am – 11:00 am**

**HealthierUS School Challenge
GOLD Award Ceremony
Gallatin Gateway Sample Agenda**

Star Spangler Banner

Opening – by Superintendent

- Introductions of guests
- Presentation of GGS Staff
- Welcome – Surprise Guest
- Welcome School Food Service Staff

Montana Team Nutrition or Montana Office of Public Instruction Representative lead the presentation of HUSSC Award.

Photos can be taken of the award recipients with the award certificate.

- 4th Grade – Presentation to Head Cook
- 5th Grade – Presentation to Assistant Cook
- 1st Grade – Song: *You Can Try New Foods*
- 2nd Grade – Breakfast Rap
- 3rd Grade – Exercise! Try It!
- Middle School Skit – A View of the Cafeteria

Special Guest Speakers:

Can include School Wellness Committee Members, School Board Members, local and state Senators and Representatives

Some schools work in some physical activity/movement if desired.

Assembly ends with All School Song – *Big Old Tree*

Join in the fun – everyone participates ☺